

APPLICATION DEADLINE JUNE 30, 2003

U.S. Department of Justice
Office of Community Oriented Policing Services
Community Policing Development

May 2003

Request for Proposals: The Enhancement of Community Policing

I. Introduction

The U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office) is seeking proposals to fund a variety of initiatives designed to enhance local law enforcement community policing efforts. This solicitation provides background on the COPS Office and outlines the types of projects and programs the Office is interested in funding through grants or cooperative agreements. The solicitation should be of particular interest to law enforcement agencies, universities, and profit and non-profit institutions with an interest in and experience with community policing. The purpose of this solicitation is to provide funding for community policing efforts through their direct enhancement, the development of products, tools, or applied research that will facilitate their adoption and implementation and/or the development of training and technical assistance. This solicitation is being announced as an open competition. Awardees will be expected to begin work immediately upon selection.

II. Background

Since 1994, the U.S. Department of Justice Office of Community Oriented Policing Services has been the Federal government office whose unique mission it is to directly serve the needs of local law enforcement. COPS is responsible for making grants to States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia with the goals of increasing police presence, expanding and improving cooperative efforts between law enforcement agencies and members of the community, supporting innovative community policing projects, and otherwise enhancing public safety through reductions in crime and social disorder.

The COPS Office has awarded grants to more than 13,000 policing agencies across the country and has provided funding for over 116,000 officers through direct hiring grants and the redeployment of officers through the purchase of time-saving technology and the hiring of civilians. The Office has also funded a wide-variety of innovative policing grants to combat crime and enhance public safety. Innovative grants have included funding to foster collaborative problem-solving between police and community-based agencies or schools, engaging faith based communities, domestic violence response and prevention, 311 systems, anti-gang efforts, and methamphetamine reduction. The COPS Office has also funded the creation of 31 Regional Community Policing Institutes (RCPIs) to foster training in community policing at the regional level. The Office has a history of producing practical and useable products and publications for the law enforcement field. Additional information regarding the COPS Office can be found at www.cops.usdoj.gov.

III. Funding Availability

Depending on the fundability of proposals received by the COPS Office, funding amounts may be increased or decreased within categories. In addition, all categories/parts may not receive funding based upon the quality of applications. Additional projects may be funded from this solicitation with fiscal year 2004 appropriations if such appropriations are forthcoming. Grants or cooperative agreements will be awarded for a minimum of a one-year grant period and a maximum of a two-year grant period.

The COPS Office is seeking proposals under an Open Topic area where applicants are encouraged to develop innovative original proposals that support the mission and goals of the COPS Office. In addition, the COPS Office is seeking specific proposals in the following two general categories: Applied Research/Pilot Programs and Evaluations. Descriptions of the specific types of proposals the Office is seeking are provided under each of these general areas. Please note that applicants are eligible to apply for several projects under multiple areas. **Applicants are strongly encouraged to submit original and innovative ideas under the Open Topics area.**

IV. Proposal Topic Areas

A. Open Topics (A)

Approximate funding per project: \$250,000

Applicants are encouraged to present original and innovative proposals under this topic area. Proposals must support the mission and goals of the COPS Office to advance the community policing efforts of local law enforcement. Applicants may propose such projects as the direct funding of innovative pilot programs (for example community oriented government pilot projects), the development of tools, products or applied research that will facilitate the implementation or advancement of community policing efforts, or providing training and/or technical assistance to local law enforcement concerning issues relevant to community policing topics (for example community policing as it relates to intelligence gathering). Note that if pilot programs are proposed, they must include an evaluation component to ensure that program effectiveness can be determined and replicated by other agencies.

B. Applied Research/Pilot Programs

1. Institutionalizing Problem Analysis (B1)

Approximate funding: \$500,000

Purpose/Goal: Effective problem-solving requires the in-depth analysis of the underlying conditions that give rise to community problems. The COPS Office recognizes the need to increase the capability of law enforcement agencies to engage in such problem analysis activities to develop effective solutions to them. In furtherance of this objective, the COPS Office recently convened a forum of leading experts and practitioners to discuss and clarify the notion of problem analysis. The publication "Problem Analysis in Policing" details the primary results of this forum and can be found at www.cops.usdoj.gov/Default.asp?Open=True&Item=847. Applicants should familiarize themselves with this document; as the primary goal of this project is to facilitate the implementation of problem analysis into approximately five law enforcement agencies of varying size.

Objectives/Expectations: The applicant will develop a process to select five law enforcement agencies that have a demonstrated commitment to and understanding of the problem-solving

process. A significant portion of the funding requested should be used to provide “incentive” monies directly to each of the selected agencies to enhance their problem analysis capabilities. For example, this enhancement may include funding such items as a portion of the salary of a new problem analyst or funding to perform problem analysis research and hardware/software used for problem analysis. The applicant will be expected to provide technical assistance throughout the course of the project to ensure the greatest possibility of achieving the institutionalization of problem analysis capabilities within the policing agencies. The applicant will also be expected to engage in a detailed process evaluation, including case studies of each of the sites, which will enable other agencies to replicate and learn from these efforts.

Deliverables: The applicant will be expected to deliver a description of site selection criteria, any training curriculum/technical assistance resources developed for the agencies, a final detailed process evaluation, and case studies of each of the five selected sites. The applicant will also be expected to develop a final guide for use by police agencies who are seeking to institutionalize a problem analytic function.

Knowledge/Experience Required: Proposals should provide a definition of problem analysis, differentiating it from crime analysis as it is currently conducted, and discuss the current state of problem analysis in the nation’s law enforcement agencies. The applicant should provide a preliminary outline of the process that will be used to select the five agencies and demonstrate their knowledge of law enforcement agencies and past experience working closely with them. The applicant should demonstrate a thorough understanding of community policing and problem-solving processes and the ability to train others in them.

2. Hiring/Recruitment/Retention of Community Police Officers (B2)

Approximate funding: \$400,000

Purpose/Goal: Hiring and retaining top quality police officers has long been both a priority and a challenge for police agencies. This has become even more critical in an era of community policing since the events of 9/11. There are many stages and activities associated with recruiting, hiring, and retaining officers with the skills to meet today’s challenges. The COPS Office seeks to expand upon the development of hiring, recruitment and retention tools that both reflect community policing principles and respond to the hiring pressures facing law enforcement. The state of knowledge and experience regarding successful and innovative recruitment, hiring and retention practices has grown in recent years, and the purpose of this funding is to continue this advancement.

Objectives/Expectations: Local law enforcement is the front line in the fight against terrorism at home. Yet law enforcement agencies are losing sworn officers at a rapid rate due to retirement, the creation of new federal positions that often provide competitive salary and benefits packages, and military call-ups. These factors, along with the emergence of community policing as the predominant policing paradigm, necessitate the development and testing of innovative practices to recruit and retain quality sworn personnel.

In two Chief Executive Officer Symposia convened by the COPS Office both pre- and post-9/11, police and sheriff executives identified several points of need in the area of police recruitment and hiring. These include a definition of an ideal candidate that incorporates the perspectives of not only those in law enforcement, but also the views of the community. Similarly, a national job description and a validated set of core competencies that more comprehensively reflect community policing and problem solving principles are needed. Another identified priority was research into private sector best practices on recruitment, retention, leadership, and succession planning that could be leveraged in a policing environment. Tools and techniques for

confronting institutional biases within these processes are also important to develop. Finally, these leaders also expressed an interest in the development of a national marketing campaign geared towards promoting policing in the 21st Century.

The expectations for grants and cooperative agreements funded under this section are to respond to these recommendations through innovative projects, applied research, and/or the development of practical tools for use by law enforcement.

Deliverables/Outcomes: Projects under this topic area could take several forms, such as the development of pilot programs that are able to be replicated, monograph publications, recruitment tools for use by police departments, innovative testing and interviewing instruments, or the development of effective model print, radio and television employment public service announcements for use by agencies. Applied research projects that examine the effectiveness of recruitment and retention efforts, separately and combined, in attracting and retaining women and minorities may also be funded. For instance, it may be important to evaluate the relative effectiveness of various assessment instruments in predicting future police performance (according to community policing principles) - and as important - who will remain in law enforcement. Issues related to whether what recruits learn in the academy accurately reflects the work they will do, and whether gaps in training contribute to attrition could also be addressed through funding.

Knowledge/Experience Required: Applicants must demonstrate a strong knowledge of the issues associated with police recruitment, hiring, and retention. Additionally, any non-law enforcement agency applicants must have experience working with law enforcement agencies.

3. Volunteers in Police Service (B3) **Approximate funding per project: \$50,000**

Purpose/Goal: In his 2002 State of the Union Address, President George W. Bush announced the creation of the USA Freedom Corps, which is an effort to foster a culture of service, citizenship, and responsibility, building on the generous spirit of the American people. The Citizen Corps programs are part of the USA Freedom Corps initiative and share the common goal of helping communities prevent, prepare for, and respond to crime, natural disasters, and other emergencies.

One of the Citizen Corps programs is Volunteers in Police Service (VIPS), administered by the U.S. Department of Justice. The goal of VIPS is to enhance the capacity of state and local law enforcement to utilize volunteers. These civilian volunteers provide support for resource-constrained law enforcement agencies by supplementing their community's law enforcement professionals to free officers for frontline duty. Funding will be provided to enhance and institutionalize a volunteer in police service program within local police departments.

Objectives/Expectations: To help expand the VIPS program, the COPS Office is seeking proposals from local law enforcement agencies to establish or enhance their volunteer program and recruitment efforts. Preliminary information from the VIPS program stresses the importance of a volunteer coordinator. An effective volunteer coordinator is often linked to the success of VIPS programs and funds from this grant can (but are not required) be used to help cover costs of this position. Among other items, funding may also be used for such things as advertisements and marketing of volunteer programs (including web site development), activities associated with Neighborhood Watch, and other resources for volunteer coordination, implementation, and evaluation efforts. Grantees will be required to attend a COPS Office VIPS-related training and

should budget travel for 2 individuals to attend this training. Law enforcement agencies receiving funding must register with USA Freedom Corp as an official VIPS site.

Deliverables/Outcomes: The primary outcome will be an operational volunteer in police service program that enhances the ability of the local police department to effectively provide public services. Grantees will provide a final report to the COPS Office documenting how the funding directly enhanced their volunteer program and the overall benefits to the agency, so that these efforts can be promoted and replicated in other law enforcement agencies.

Knowledge/Experience Required: Applicants must be law enforcement agencies. Applicants should familiarize themselves with the Volunteers in Police Service program (www.policevolunteers.org) for additional information about programs that could possibly be replicated in their agency using this funding. Grantees must also express a strong commitment to maintain volunteer program efforts after grant expiration.

4. Topic Focused Law Enforcement Technology Guides (B4) **Approximate funding: \$250,000**

Purpose/Goal: While the benefits of implementing technology are obvious, the obstacles to getting the most from that technology often are not. In a time when growing responsibilities greatly increase the duties of local law enforcement agencies, a natural response is to turn to technology as a force multiplier. However, there are a limited number of technology resources that are specifically tailored for law enforcement. To meet the need for additional resources, in 2001 the COPS Office funded the development of a Law Enforcement Tech Guide, a comprehensive “A to Z” technology planning, acquisition, implementation and integration guide that helps agencies address crime and social disorder issues. This guide can be found on the COPS Office web site at www.cops.usdoj.gov/Default.asp?Item=512.

The guide has been well received by the law enforcement community. However, there are numerous other issues in the area of law enforcement technology that could be addressed by similar guides. Funding will be provided to produce additional law enforcement technology guidebooks.

Objectives/Expectations: To meet these evolving needs, the COPS Office is seeking proposals for the development of multiple technology-specific guidebooks for law enforcement. Topics that may be addressed include, but are not limited to, interoperability, crime mapping, 311, integration, technology training, managing change due to technology implementation, records management systems, and technology for the small/rural agencies.

Deliverables/Outcomes: Applicants will produce guidebooks designed for a law enforcement audience on multiple technology-specific topics.

Knowledge/Experience Required: The applicants should address their knowledge and experience in the area of information systems implementation in law enforcement environments. Proposals should also demonstrate the applicant’s knowledge and experience regarding the specific topics of the guidebooks being proposed and the ability to write for a law enforcement audience.

5. 311 for Homeland Security and Crisis Management (B5) **Approximate funding per project: \$300,000**

Purpose/Goal: Since 9/11 homeland security concerns have prompted the Administration to call on citizens to be vigilant. In addition, recent domestic criminal events, such as the October 2002 sniper attacks in the Washington Metropolitan Area, have further illustrated the need to encourage citizen information sharing for crime prevention and crime solving. The effects of such heightened awareness and calls for citizen participation have resulted, in part, in a 911 system challenged to keep up with calls from concerned citizens, many of whom use 911 as their primary vehicle to initiate contact with the police or other public service agencies.

311 Public Service Model non-emergency call systems can support and be integrated into homeland security and emergency preparedness plans and policies. 311 systems can be especially effective when they allow for coordinated efforts and information sharing between multiple public service agencies (e.g, transportation, health, sanitation, victim services etc.). 311 systems can support emergency management efforts and enhance public service agency response efforts to prepare for emergencies.

Proposals are being sought from law enforcement agencies prepared to establish a Public Service Model 311 non-emergency call system that includes multiple public service agencies such as law enforcement, EMS, transportation, health, sanitation, victim services etc. for the purposes of improving homeland security and crisis management plans and practice. Funding is available for equipment (hardware and software) necessary to establish a Public Service Model 311 non-emergency call system and for an impact evaluation of such a system. Funding is available to law enforcement agencies currently operating within jurisdictions that do not have a 311 system or those interested in expanding a law enforcement only 311 system into one that includes multiple public service agencies.

Objectives/Expectations: This project would require applicants to:

1. Establish a Public Service model 311 system involving multiple public service agencies, designing this non-emergency communication system to fill current gaps in information sharing between public service agencies and enhance the effectiveness of current homeland security and crisis management plans.
2. Develop innovative ideas for improving emergency dispatching, call prioritization, and records management systems.
3. Evaluate the impact of the 311 system on homeland security and crisis management plans and provide results of the evaluation to public safety personnel (including first-responders), other public service agencies, and the community-at-large. The evaluation should clearly demonstrate the utility of 311 in homeland security and crisis management.

Deliverables/Outcomes: Deliverables will include an operational Public Service Model 311 system (that includes multiple public service agencies). An impact evaluation is expected to be completed six months after the system has become operational and should be budgeted for.

Knowledge/Experience Required: Proposals should include the following items:

1. Applicants may apply for funding to either start-up a 311 system that includes multiple public service agencies or to expand current law enforcement only 311 systems. Due to the focus on developing cooperation and accountability between multiple public service agencies, jurisdictions currently operating a multi-agency Public Service Model 311 system are ineligible for funding under this topic.

2. Funding may be contingent on the current technological infrastructure of the applicant agency. Applicants must provide details of current technological infrastructure available to support the project.
3. Applicants must provide a demonstration of need, showing that a Public Service Model 311 non-emergency system will aid in the development of Homeland Security and Crisis Management plans and practice. This demonstration of need should be included as a separate document (no longer than 15 double-spaced typed pages) and will not count towards the proposal page limit.
4. Applicants must demonstrate that they have secured support from the primary stakeholders, including government executives, and at least two non-public safety agency executives. Stakeholders must have determined that a Public Service Model 311 system involving multiple public agencies will benefit the homeland security and crisis management plans and practices of the jurisdiction.
5. Applicants must address the implications of utilizing a 311 system for homeland security and crisis management efforts on current organizational processes, delineating each affected agency. The potential impact of 311 on police non-emergency calls must be described in the proposal.
6. Applicants must demonstrate the availability of in-kind contributions for establishing this system. This information is necessary, as the cost of most 311 systems will most likely exceed the amount of COPS-funding available.
7. Smaller law enforcement agencies are encouraged to partner with one or more neighboring jurisdictions in this effort.

C. Evaluations

1. Evaluation of MORE Grant Effectiveness (C1)

Approximate funding: \$200,000

Purpose/Goal: The COPS MORE (Making Officer Redeployment Effective) program is one of several approaches developed by the COPS Office to increase the deployment of law enforcement officers devoted to community policing. COPS MORE grants have been used to purchase law enforcement technology. One primary requirement of COPS MORE is that the time-savings experienced by officers as a result of the additional technology must result in redeployment into community policing activities. Some examples of the types of time-saving technology purchased through MORE grants include: mobile data terminals, record management systems, computer aided dispatch systems, and automated fingerprint identification systems.

Over the past seven years, the COPS Office has also recognized that technology can result in increased officer effectiveness. This increased effectiveness contributes to the overall COPS aim of reducing crime and social disorder through community policing.

Last year the COPS Office funded 295 agencies under the COPS MORE 2002 program. While MORE grantees were previously required to track and report time-savings and redeployment resulting from their grant, this requirement was removed under MORE 2002. While time-savings and redeployment still occur, the COPS Office is interested in an evaluation that will document or estimate the full-time equivalents (FTE's) redeployed, as well as the impacts of these technologies on department operations, communication, and community policing.

Objectives/Expectations: The COPS Office is seeking proposals that seek to document the efficiencies and effectiveness outcomes created as a result of the technology funded under the COPS MORE 2002 program.

Deliverables/Outcomes: The applicant will be expected to produce documentation that examines the efficiencies created as a result of the MORE 2002 program, and also examine and document any increases in effectiveness resulting from the program. The project deliverable(s) should also inform the profession on these findings in the form of a guidebook that will assist law enforcement agencies in achieving maximum efficiency and effectiveness with these technologies. This guidebook should demonstrate how to realize the desired results; provide instruction on police technologies based on the documented experiences of these grantees; and develop a model for agencies to use to self-evaluate their technology projects.

Knowledge/Experience Required: Applicants should demonstrate their knowledge of the COPS MORE program and of other technology-related outcomes beyond time-savings. Proposals should also provide a summary of the evaluation design and methods that would be used to measure effectiveness and efficiencies generated as a result of COPS MORE grants.

2. Analysis of COPS Start-Up Agencies (C2)

Approximate funding: \$150,000

Purpose/Goal: The COPS Office has provided funding to approximately 300 jurisdictions to initiate the development of police departments. These “start-up” agencies provide an opportunity to learn more about the factors associated with the implementation and initiation of police departments and community policing activities in smaller settings.

Objectives/Expectations: The COPS Office is seeking proposals that examine the nature of these COPS funded start-up law enforcement agencies, trace their history, and document impediments and facilitators to the institutionalization of community oriented police services in smaller settings.

Deliverables/Outcomes: Applicants will be expected to produce a final report documenting the nature of COPS funded start-up law enforcement agencies and a guidebook aimed at assisting the development of police agencies in smaller settings. This guidebook should highlight important factors that should be taken into consideration when “starting-up” a police department and provide guidance on how to best effectively accomplish this task.

Knowledge/Experience Required: The applicant should have working knowledge of policing in smaller settings and the processes and procedures involved in initiating the development of an effective police department.

3. Managing Local Evaluations: A Guide for Law Enforcement (C3)

Approximate funding: \$100,000

Purpose/Goal of Proposed Project: Law enforcement is frequently called upon to provide evaluation information regarding local public safety efforts. Some agencies employ in-house evaluators, but many must seek external assistance from local universities or with private consultants. In some cases, evaluations that are conducted may not adequately meet the needs of the law enforcement agency. This project will assist law enforcement agencies in providing funding for and in conducting and utilizing program evaluations.

Objectives/Expectations of Proposed Project: Proposals are being sought to develop a Law Enforcement Practitioner Guide to Managing Local Evaluations. This guide should assist law enforcement agencies through the evaluation process from start to finish—from how to select an evaluator, to managing on-going evaluations, to evaluating the final deliverable. Possible issues to be addressed include how to best communicate needs to potential evaluators, the types of documents that should be obtained and reviewed prior to selecting an evaluator, and how to best formulate a contract with an evaluator. The benefits of securing and speaking with references, the need for a detailed research plan, the importance of selecting the right agency official to work with the evaluator, and how to assess whether an evaluator will meet their needs should also be discussed. The guide may also help the law enforcement practitioner understand the true costs of evaluations, predict potential budget pitfalls, and discuss how to spot trouble early-on and what to do in situations of non-compliance. Finally, the guide should help law enforcement practitioners generally understand how to apply the findings of an effective evaluation.

Deliverables/Outcomes: The primary deliverable is a publishable copy of a Law Enforcement Practitioner Guide to Managing Local Evaluations.

Specific Knowledge/Experience Required: Applicants must demonstrate a thorough understanding of the evaluation process and ability to write content for a law enforcement audience. They must have documented program evaluation experience. A sample of an original published or unpublished program evaluation should be included with the application. This writing sample will not count towards the proposal page limit.

4. Analysis of COPS Police Integrity Initiative (C4) **Approximate funding: \$500,000**

Purpose/Goal: This request is presented in two parts. Proposals should address both parts.

Part I:

The COPS Office is seeking the development of a comprehensive product that will summarize and highlight current work being done by COPS grantees to prevent racial profiling and to increase trust between police and citizens. In Fiscal Year 2001, the COPS Office funded (21) police departments under the Promoting Cooperative Strategies to Reduce Racial Profiling initiative to develop strategies that would address racial profiling. These strategies include:

- § Collecting and analyzing traffic-stop data;
- § Accountability and supervision;
- § Recruitment and selection;
- § Training and education of police and citizens;
- § Using technology to prevent racial profiling; and
- § Minority community engagement initiatives.

At the conclusion of these projects, each of the 21 police departments will produce a technical assistance guide that will document lessons learned and model practices that can be replicated by other law enforcement agencies. The technical assistance guides will be developed so that other police-community partnerships can benefit from the lessons learned when addressing police integrity issues. In that regard, these technical assistance guides are intended to include what worked, what did not work, the barriers to project implementation, solutions to obstacles in solving problems, and a discussion on how the project strengthened police integrity, police-community relationships, and the related impact on racial profiling prevention.

Part II:

The COPS Office is also seeking a preliminary assessment of current work being done by COPS grantees to create cultures of integrity. In Fiscal Year 2002, the COPS Office funded 60 law enforcement agencies to develop a strategy that would support a culture of integrity, and 41 state chiefs' and sheriffs' associations to host police integrity training workshops at their annual meetings. The law enforcement strategy areas include:

- § Use of force policy and training;
- § Development of early intervention systems;
- § Mapping integrity violations and related interventions;
- § Self assessment techniques for internal monitoring;
- § Strengthening internal affairs division operations;
- § Improving citizen complaint processes;
- § Utilizing a civilian review board;
- § Command staff integrity training;
- § Ensuring accountability to the community;
- § Outreach to minority youth;
- § Traffic stop data collection; and
- § Recruiting quality recruits from local communities.

The association strategy areas include:

- § Integrity training to support community policing;
- § Homeland security and police integrity;
- § Building public trust and confidence;
- § Integrity challenges to police leadership; and
- § Developing policy that strengthens integrity.

For more information on the COPS Police Integrity Initiatives, please visit the COPS web-site at: <http://www.cops.usdoj.gov/Default.asp?Open=True&Item=393>

Objectives/Expectations:

Part I:

In order to maximize the work being done in the field through this important initiative, the COPS Office is seeking the development of a comprehensive product that will summarize and highlight varied approaches across the six strategy areas under the Promoting Cooperative Strategies to Reduce Racial Profiling initiative. This project will require the applicant to:

- § Provide on-site and/or telephone technical assistance to the agencies, if necessary, to assist in the completion of the final technical assistance guides;
- § Review the 21 technical assistance guides for the purpose of compiling successes, model practices and lessons learned during strategy development/enhancement and implementation;
- § Incorporate the following information/discussion into the final product:
 - 1) The impact of the strategies on the reduction and/or prevention of racial profiling and the perceptions of its practice;
 - 2) How strategy development and implementation contributed to building trust between police and citizens and to advancing community policing;
 - 3) Recommendations and considerations for other agencies that are interested in replicating these strategies.

Part II:

This project will require the applicant to:

- § Work with the COPS Office to develop a preliminary assessment plan for documenting the progress of 101 grantees funded under the Creating a Culture of Integrity initiative;

§ Submit a final report that discusses the following information:

- 1) How COPS funding was used to meet project goals and objectives;
- 2) Successes and challenges in developing and implementing the projects;
- 3) The impact of the funding on advancing police integrity and creating cultures of integrity.

Deliverables/Outcomes:

Part I:

The applicant will be expected to produce a comprehensive final product that will summarize the experiences of the 21 police departments in developing their strategy under the Promoting Cooperative Strategies to Reduce Racial Profiling initiative, and the related impact on advancing community policing and racial profiling prevention. This product will provide an overview of varied approaches to addressing this significant issue for other law enforcement agencies that are interested in replicating these strategies.

Part II:

The applicant will be expected to conduct a preliminary assessment of 101 law enforcement agencies and police chiefs' and sheriffs' associations funded under the Creating a Culture of Integrity initiative. The purpose of this assessment will be to assist the COPS Office in documenting the progress of these pilot projects. The COPS Office will expect a final report that discusses the outcomes of the preliminary assessment.

Knowledge/Experience Required: In addition to the general criteria listed in the solicitation, the applicant should address knowledge and experience in the areas of police integrity and racial profiling. In addition, the applicant should address knowledge and experience in each of the six strategy topic areas under the Promoting Cooperative Strategies to Reduce Racial Profiling initiative. The applicant should demonstrate a thorough understanding of community policing, and the importance of mutual trust and respect between police and citizens in order to strengthen police integrity and to advance the principles of community policing. Applicants should also have a demonstrated awareness of the COPS Police Integrity Initiatives.

V. How to Apply

Those interested in submitting an application in response to this solicitation must complete a Community Policing Development Application Packet. A detailed project description that is responsive to the criteria presented above must be included under section I of the packet. In this project description also discuss your management plan for implementing this project with respect to internal and external management of personnel and resources and your experience with managing grants and cooperative agreements. Resumes of key project staff/named consultants (relevant experience for the proposed project should be highlighted) should also be included and does not count towards the page limit.

Applicants may submit distinct multiple applications for different topic areas or propose projects that effectively combine topic areas. However, each distinct project must be described in detail in a separate Community Policing Development Application Packet with original signatures.

VI. Notice of Intent to Apply

Please fax the accompanying notice of intent to reply form to the COPS Office, indicating the topic area(s) you are planning to apply under. **The letter should be faxed to the attention of Angel Winters at 202-616-8658 no later than June 2nd, 2003.**

VII. Application Deadline and Mailing Address

Applications for this solicitation are **due to the COPS Office by June 30th, 2003 by 6:00pm.** Please submit an original application package (with original signatures) and four copies to:

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Ave., NW
Washington, DC 20530
Attn: Angel Winters, PPSE

VIII. COPS Office Contacts for Assistance

Please contact Angel Winters at (202) 514-9199 to obtain additional information about the solicitation. Application forms and information regarding the COPS Office are also available by calling the U.S. Department of Justice Response Center at 1-800-421-6770 or by visiting the COPS Office Internet web site at www.cops.usdoj.gov.

The Catalog of Federal Domestic Assistance (CFDA) reference for this program is 16.710.



REQUEST FOR PROPOSALS
THE ENHANCEMENT OF COMMUNITY POLICING

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)

Notice of Intent to Apply

Yes, I intend to apply under the following topic(s):

- W Open Topic: _____
- W Institutionalizing Problem Analysis
- W Hiring/Recruitment/Retention of Community Police Officers
- W Volunteers in Police Service
- W Topic Focused Law Enforcement Technology Guides
- W 311 for Homeland Security and Crisis Management
- W Evaluation of MORE Grant Effectiveness
- W Analysis of COPS Start-Up Agencies
- W Managing Local Evaluations: A Guide for Law Enforcement
- W Analysis of COPS Police Integrity Initiative

Contact Information:

Name/Title: _____

Organization: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

Signature: _____ Date: _____

Please return this letter of intent by fax to Angel Winters no later than Monday, **June 2, 2003** at the following fax number:
(202) 616-8658.

Applications for this solicitation are due to the COPS Office
by June 30, 2003 / 6:00 p.m. EST

Community Policing Development Application Packet

Please answer all of the following questions completely, and type all answers.

I. Project Description

- § Provide an executive summary and a detailed project description. If applicable, please include a discussion of any requirements detailed in a request for proposals and how this project will advance community policing/assist other agencies in advancing community policing. The project description should not exceed 15 double-spaced pages and must include the following information:
1. An explanation of the specific public safety need that this project will address.
 2. An explanation of why your agency is unable to address this public safety need without Federal assistance.
- § If applicable, please describe how your agency will engage the community throughout the project.
- § Provide a detailed implementation plan that outlines project goals and objectives. Please include a project timeline.

II. Law Enforcement Executive/Program Official Information

(Please complete the following information about the Law Enforcement Executive (for law enforcement agencies) or Program Official (for non-law enforcement agencies) with the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would be responsible for the programmatic implementation of the award.)

Applicant's Legal Name: _____

Applicant's EIN Number (9-digit # assigned by the IRS): _____

Applicant Executive's Name: _____

Title: _____

Applicant's Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

Federal Congressional District(s) (Number): _____

The total amount of Federal funds requested under this proposal: \$_____

Population of jurisdiction of primary applicant (if applicable): _____

The Primary Applicant's Fiscal Year: From: ____ / ____ / ____ To: ____ / ____ / ____

The Primary Applicant's Federal Cognizant Agency: _____
(A Federal Cognizant Agency, generally, is the Federal agency from which your jurisdiction receives the most Federal funding. Your Federal Cognizant Agency also may have been previously designated by the Office of Management and Budget.)

Is the primary applicant delinquent on any Federal debts? ☐ Yes ☐ No
(IF YES, PLEASE EXPLAIN ON A SEPARATE SHEET.)

Anticipated Program Start Date: _____ End Date: _____

Application Contact Person/Project Manager: _____

Telephone: _____ Fax: _____

E-mail: _____

III. Government Executive/Financial Official Information

(Please complete the following information about the Government Executive (for government agencies) or Financial Official (for non-government agencies) with the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would be responsible for the financial aspects of the award.)

**Government Executive OR
Financial Official's Name:** _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

IV. Type of Agency:

☐ State Police/Highway Patrol, Local, Tribal Government Agency

☐ Institution of Higher Education

☐ Non-profit Organization

☐ Profit Organization

☐ Other (Please specify) _____

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the information provided on this form is true and accurate to the best of my knowledge.

V. Signature(s):

Signature of the Law Enforcement Executive or Program Official with the authority to apply for this grant on behalf of the applicant agency

Date:

Signature of the Government Executive or Financial Official with the authority to apply for this grant on behalf of the applicant agency

Date:

VI. Budget (your agency must address the following two items):

Items requested must be in addition to items already funded in your agency's budget. In other words, COPS funds cannot be used to pay for any item for which your agency has already budgeted.

1. Submit an itemized budget that lists the items your agency will request. A Budget Detail Worksheet is attached, in addition to general budget guidelines.
 - § Indirect Costs are allowed only if the applicant has a Federally approved indirect cost rate. **A copy of the rate approval (fully executed, negotiated agreement) must be attached.**
 - § If fringe benefits are being requested, please provide a detailed breakdown of the items that are included in the applicant's fringe benefit percentage rate.
2. Submit a budget narrative. Provide a brief, but detailed, description of the items requested and how these items relate to the project goals and objectives.

VII. Addenda

- § Assurances (please sign and return)
- § Certifications (please sign and return)
- § Disclosure of Lobbying Activities (please sign and return if applicable)

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

VIII. Return Address

Applications should be no longer than 15 pages, double-spaced. **Submit one original and four copies to:**

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)
1100 Vermont Avenue, NW
Washington, DC 20530
Attn: Angel Winters, PPSE

For Overnight/Express deliveries, please substitute the zip code 20005.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to average 8 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue N.W. Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. OMB no. 1103-0085 (exp. 10/31/03)

Community Policing Development Proposal Packet Checklist

Please complete and return this checklist with your proposal packet.

Section I

- ☐ You completed an executive summary and detailed project description, including how this project will advance community policing/assist other agencies in advancing community policing (if applicable).
- ☐ You included an explanation of the specific public safety need that this project will address.
- ☐ You indicated why your agency is unable to address this public safety need without Federal assistance.
- ☐ You identified any plans for continuing the project through community support following the conclusion of Federal support, if awarded.
- ☐ You described how your agency would engage the community throughout the project (if applicable).
- ☐ You provided a detailed implementation plan that outlines project goals and objectives.
- ☐ You included a project timeline.

Section II

- ☐ You completed the Law Enforcement Executive/Program Official Information section.

Section III

- ☐ You completed the Government Executive/Financial Official Information section.

Section IV

- ☐ You selected the Type of Agency.

Section V

- ☐ You have an original signature from the Law Enforcement Executive/Program Official.
- ☐ You have an original signature from Government Executive/Financial Official.

Section VI

- ☐ You submitted an itemized budget on the attached Budget Detail Worksheet.
- ☐ You submitted a brief, but detailed budget narrative that describes the budget items requested.

Section VII

- ☐ You included the signed Assurances form with an original signature.
- ☐ You included the signed Certifications form with an original signature.
- ☐ You included the Disclosure of Lobbying Activities form with an original signature (if applicable).

COPS Office General Budget Guidelines

The following information summarizes categories of allowable and unallowable costs for funding. The budget must link directly to the activities described in the proposal. While costs may be listed as allowable, the COPS Office reserves the right to determine the appropriateness of the requested funds for the activities within each proposal.

General Budget Preparation Instructions:

- *Budget figures should be rounded to the nearest dollar (do not include cents).*
- *Any office, presentation or training equipment purchased should be placed in the “Supplies” category, unless the total cost is over \$5,000.*

Personnel / Fringe Benefits	
Allowable	
Y	Salaries and benefits of civilians or other support staff hired to work directly on this program. <i>(If fringe benefits are being requested, please provide a detailed list or chart as a breakdown of the items that are included in the applicant’s fringe benefit percentage rate.)</i>
Y	Personnel costs for others (community organizers, etc.) if they directly contribute to the implementation of enhancement of the program and are not currently paid from Federal, state or local funds.
Y	Include the position title, salary, and percentage of salary and time devoted to the project.
Y	If a percentage amount has been approved by the grantee’s cognizant agency for fringe benefits, that percentage may be used. Documentation as to the approval must be provided.
Unallowable	
Y	Salaries and benefits of grant writers, secretaries, or other staff that do not directly contribute to the implementation or enhancement of the program
Y	Salaries and benefits of currently employed staff, except under the conditions noted above.

Travel	
Allowable	
Y	Reasonable out of town travel costs (lodging, meals, and transportation costs if travel is over 50 miles from program location) in accordance with applicable guidelines to visit other jurisdictions engaged in similar programs, provide training and technical assistance, and/or to attend conferences/training directly related to the goals of the program.
Y	All costs (lodging, airfare/mileage, per diem, rental car) should be listed by number of trips and number of people traveling. Show the basis for computation.
Y	Grantee Travel Cost reimbursement rates are governed by the grantee's own written travel policy. If the Awardee’s written travel policy establishes reimbursement rates which exceed the applicable Federal rates, the Awardee must justify those rates as cost effective and obtain prior approval from the COPS Office. If the Awardee does not have a written travel policy, or if the Awardee’s rates are deemed unreasonable, the allowable travel costs will be reimbursed based on the applicable Federal rates for the relevant geographic area.
Unallowable	
Y	Local travel costs (lodging, meals or transportation costs) within a 50-mile radius of the program location

Equipment

Allowable

- ÿ Non-expendable technology and equipment that can be clearly linked to the implementation or enhancement of the program. The burden is on the applicant to adequately demonstrate this. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Some *potential* examples may include teleconferencing systems; software for problem solving, mapping etc.; laptops; or electronic bulletin boards to enhance communication.)

Unallowable

- ÿ Standard police-issued equipment (includes patrol cars, mobile police units, weapons, vests, accessories, “emergency equipment,” MDTs and uniforms)
- ÿ Office furniture and equipment (such as copiers, desks, chairs, etc.). These items should be leased and included under the “Contract” line item.

Supplies

Allowable

- ÿ Supplies such as copying, general office items, postage, nametags, folders and others if directly related to the program. This category should also include equipment purchases under \$5,000. Items should be broken out by category and number of items purchased.

Unallowable

- ÿ Standard office supplies not directly related to the program.

Consultants/Contracts

Allowable

- ÿ Consultant costs if they directly contribute to the implementation or enhancement of the program. (Note: Consulting costs may not exceed \$450 per day without prior approval from the COPS Office)
- ÿ Supervisory training related to the program.
- ÿ Conference costs related to the program (room/equipment rental, meals).
- ÿ Contracts over \$100,000 and sole source contracts must have the permission of the COPS Office.
- ÿ Costs of community meetings, workshops, including reasonable room rental costs.
- ÿ Partnership or team-building costs, focus group meetings, and other related activities (including travel more than 50 miles from home).

Unallowable

- ÿ Training/consulting in topics not directly related to the program

Indirect Costs

Indirect Costs are allowed only if the applicant has a current Federally approved indirect cost rate. A copy of the rate approval (fully executed, negotiated agreement) must be attached.

Other Costs

Allowable

- Y Performance evaluation development.
- Y Publications relating to the program and to community policing.
- Y Reasonable and appropriate community incentives (subcontracts, awards, mini grants, outreach items, etc.).
- Y Local evaluation costs (examples of these costs might include small contracts with local colleges and universities, in-house research staff costs and focused technology costs).
- Y Training development costs directly related to the program.
- Y Costs related to survey development, administration and analysis of survey information.
- Y In-house newsletters.
- Y Video production if directly related to the program.
- Y Internet access fees, online research services if directly related to the program.
- Y Working lunches. Food and/or beverage expenses provided by recipients are allowable subject to the following conditions: Expenses incurred for food and/or beverages and provided at training sessions, meetings, or conferences must satisfy the following three tests:
Test one: The cost of the food and/or beverages provided are considered to be reasonable.
Test two: The food and/or beverages provided are subject of a work-related event.
Test three: The food and/or beverages provided are not related directly to amusement and/or social events. (Any event where alcohol is being served is considered a social event; and, therefore, costs associated with that event are not allowable.)

Unallowable

- Y Other miscellaneous costs that do not directly lead to the implementation or enhancement of the program.

Budget Detail Worksheet

Organization Name and State: _____

ORI # (FBI ID Number) (if applicable): _____

A. Personnel

List each requested position by title, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant's organization.

Name/Title	Computation	Cost
		Total: \$ _____

B. Fringe Benefits

Fringe benefits should be based on actual known costs or on an established formula. Fringe benefits are for the personnel listed in budget category (A), and **only** for the percentage of time devoted to the grant project.

Name/Title	Computation	Cost
		Total: \$ _____

**C. Travel**

Itemize requested travel expenses of project personnel by purpose (e.g., site visits, advisory group meetings). Show the basis of computation, including separate listing of travel costs, lodging and meals. Identify the location of travel if known.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

Total: \$ _____

Subtotal: \$ _____

D. Equipment

List requested nonexpendable equipment. Nonexpendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment should be listed in the "Contractual" category.

Item	Computation	Cost
------	-------------	------

Total: \$ _____

**E. Supplies**

List requested items by type (office supplies, postage, and expendable equipment items costing less than \$5,000, such as books, hand-held recorders, etc.) and show the basis for computation. Generally, supplies may include any materials that are expendable or consumed during the course of the project.

Supply Items**Computation****Cost****Total: \$** _____

**F. Consultants / Contracts**

Consultant Fees: For each requested consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification. (Please contact the COPS Office for further guidance.)

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

Subtotal: \$_____

.....

Consultant Expenses: List all requested expenses to be paid from the grant to each individual consultant in addition to his/her fees (e.g., travel, meals, lodging).

Item	Location	Computation	Cost
------	----------	-------------	------

Subtotal: \$_____

.....

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole-source contracts in excess of \$100,000. (Please contact the COPS Office for further guidance.)

Item	Cost
------	------

Subtotal: \$_____

Total: \$_____

**G. Indirect Costs**

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached.

Description	Computation	Cost
-------------	-------------	------

Total: \$ _____

H. Other Costs

List other requested items that will support project goals and objectives.

Description	Computation	Cost
-------------	-------------	------

Total: \$ _____

**Budget Summary**

When you have completed the Budget Detail Worksheet, transfer the totals for each category to the spaces below.

Budget Category	Amount
A. Personnel	\$ _____
B. Fringe Benefits	\$ _____
C. Travel	\$ _____
D. Equipment	\$ _____
E. Supplies	\$ _____
F. Consultants/Contracts	\$ _____
G. Indirect Costs	\$ _____
H. Other Costs	\$ _____
Total Project Costs	\$ _____



Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.

Check ☐ if the state has elected to complete OJP Form 4061/7.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address: _____

Application No. and/or Project Name: _____ Grantee IRS/ Vendor Number: _____

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that these certifications provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Official with Programmatic Authority _____
(or Law Enforcement Executive, as applicable):

Signature: _____ Date: _____

Typed Name and Title of Official with Financial Authority _____
(or Government Executive, as applicable):

Signature: _____ Date: _____



Assurances

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
 2. It will comply with the provisions of federal law which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
 3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
 4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
 5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
 6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of OMB Circulars A-87, A-21, A-122, or the Federal Acquisition Regulations, as applicable (governing cost principles); OMB Circulars A-102 or A-110, as applicable (Uniform Administrative Requirements for Grants and Cooperative Agreements); OMB Circular A-133 (governing audits); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the current edition of the COPS Grant Monitoring Standards and Guidelines; and with all other applicable program requirements, laws, orders, regulations, or circulars.
 7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
 8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds.
- These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
- B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than \$25,000 are not subject to the EEOP requirement.)
9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.
11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Official with Programmatic Authority (or Law Enforcement Executive, as applicable)

Date

Signature of Official with Financial Authority (or Government Executive, as applicable)

Date



Disclosure of Lobbying Activities

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.

(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20530.

Disclosure of Lobbying Activities

Approved by OMB

O348-0046

(as amended)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for instructions and public burden disclosure)

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change <i>For Material Change Only:</i> Year: _____ Quarter: _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District (number), if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (number), if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDANumber, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	10. b. Individuals Performing Services (including address if different from No.10a) (last name, first name, MI):	
11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
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